

TOPIC: Accela Citizen Access (How to Apply for a Permit Online)

Accela Citizen Access (ACA) allows the public to check the status of permits, conduct research, and perform other tasks online, such as apply for permits or schedule inspections (refer to specific business units for details). This Help Guide focuses on the process for applying for a building permit.

The Building Division accepts applications for permits to replace residential water heaters, gas line repairs, lawn sprinkler installations, electric heat pump replacement or repair, window replacement, or roof-mounted solar photo voltaic installations online.

Directions:

Go to the Accela Citizen Access home page (https://publicservices.sdcounty.ca.gov/CitizenAccess/) and click the "https://publicservices.sdcounty.ca.gov/CitizenAccess/)



You will be taken to the online disclaimer page. After reading the General Disclaimer, check that you have read and accepted the terms and click the **Continue Application** button.

Continue Application >



Step 1 Location of Work: Enter either the Assessor Parcel Number (APN) **or** the address of the property for which you are applying for a permit and click search. The APN can be found on your tax bill.

Please note that Planning & Development Services' jurisdiction extends to the unincorporated areas only. If your property is in an incorporated city, please visit their website for more information.

Residential Alteration or Addition - Plan Check-Permit Additional 1 Location of Work 2 Applicant Info 4 Work Type Step 1 : Location of Work > Enter the Address or Parcel Enter as much of the address as you know or the Assessor Parcel Number (APN) and search and select. Enter the Address or Assessor Parcel Number (APN) where the work is to Street #.: Street Type: --Select-- ▼ Search Clear Enter the full Assessor Parcel Number in format 123-456-78-90 **Parcel** with no trailing spaces. The APN is displayed on your property tax bill. Search by address only if the APN is not available. * Parcel Number: Domain: Special Area Regulations: Heo Dogulation

Click the **Search** button at the bottom of the form.

Search

If your search does not return the expected results, click the **Clear** button, enter new criteria and search again.



If there are multiple search results, they will be displayed below your search criteria. Click the correct address and corresponding assessor parcel number for the property for which you are applying for the permit.

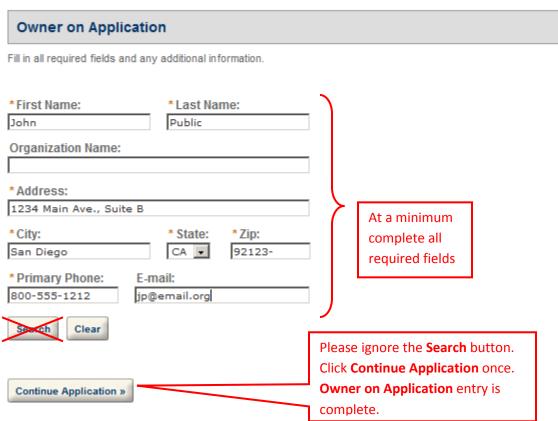
lick any of the results bel	ow to view mo	ore details.		
Showing 1-4 of 4			_	
Address	City	State Zip	Parcel	
5201 RUFFIN RD, MASTER, 5201 RUFFIN RD* SAN DIEGO	SAN DIEGO - - DEFAULT CITY	CA 99999	369-121-14-00	
DEFAULT CITY SAN DIEGO CA 99999				Click the hyperlinked
5201 RUFFIN RD, MASTER, 5201 RUFFIN RD*N, SAN DIEGO DEFAULT CITY SAN DIEGO CA 99999	_	CA 99999	760-143-45-00	address (or assessor parcel number) that matches your search
5201 RUFFIN RD, MASTER, 5201 RUFFIN RD*I, SAN DIEGO DEFAULT CITY SAN DIEGO CA 99999	SAN DIEGO - - DEFAULT CITY	CA 99999	760-226-74-00	criteria and is the correct site information for your
5201 RUFFIN RD, S, MASTER, 05201#S RUFFIN RD* SAN DIEGO - DEFAULT CITY SAN DIEGO CA 99999	SAN DIEGO - DEFAULT CITY	CA 99999	760-143-99-00	permit application.

When the correct parcel information has been found, click the **Continue Application** button.



Step 2 Applicant Info: Enter your information in the **Owner on Application** block of fields. Note that required fields have a red asterisk* next to the field title. Click the **Continue Application** button when ready.

Residential Alteration or Addition - Plan Check-Permit 1 Location of Work 2 Applicant Info 3 Additional Contacts 4 Work Type 5 Upload Step 2 : Applicant Info > Enter Owner on Application Fill in all required fields and enter any additional information needed.





Step 3 Additional Contacts: Enter the **PDS Plan Check Contact** and **PDS Permit Contact** information. The **PDS Plan Check Contact** is the person in charge of obtaining all approvals prior to issuance. The **PDS Permit Contact** is the person who will act as the contact while construction takes place after the permit has been issued.

Residential Alteration or Addition - Plan Check-Permit 1 Address 2 Applicant Info 4 Work Type 5 Review Step 3: Additional People > Add Permit Professional * indicates a required field. **PDS Plan Check Contact** Fill in all required fields and any additional information * First: Middle: * Last: John Smith All fields with an * must Organization Name: be completed to continue the application. * Address: 1234 Main St * City: * State: * Zip: Mainville 92123-* Primary Phone: * E-mail: 888-888-8888 sfjksdj@ksfjsdkj.com Clear This will clear all entries in this section. **PDS Permit Contact** Fill in all required fields and any additional information. * First: Middle: * Last: John Smith Organization Name: * Address: 1234 Main St * City: * State: * Zip: Mainville 92123-CA * Primary Phone: * E-mail: This will clear all 888-888-8888 djfkljskl@sjkdfjsdkl.com

Clear

entries in this

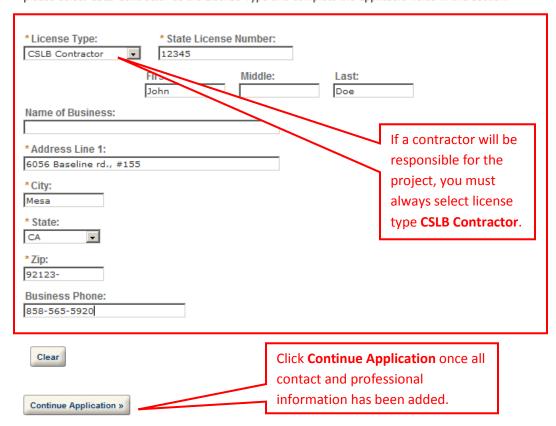
section.



The **Licensed Contractor** section should only be completed if a California State License Board (CSLB) licensed professional will be performing the work. If so, select **CSLB Contractor** from the **License Type** drop-down. Enter the contractor's CSLB license number and address information, and click **Continue Application**.

Licensed Contractor

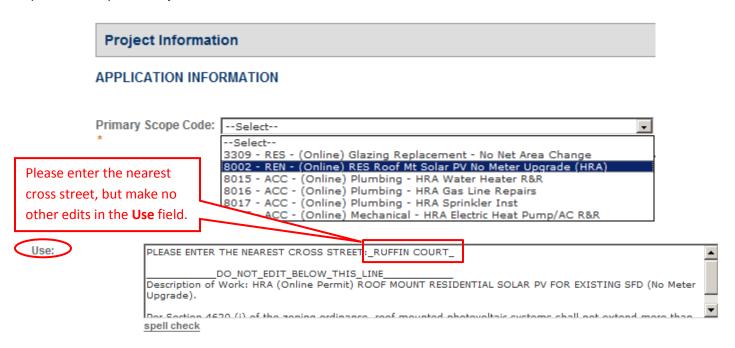
If this project is Owner-Builder then this section should be left blank. If there is a CSLB Contractor associated with the project then please select CSLB Contractor as the License Type and complete the applicable fields in this section.



Please note you can click the clear button to remove all contact information for each section.



Step 4 Project Information: After a **Primary Scope Code** has been selected, the matching default text will auto-populate in the **Use** field. This may take a moment. Please enter the nearest cross street in the **Use** field; this will be used by the inspector to help find the job location. Please make no other edits in this section.



If you are applying for a residential roof mounted solar photovoltaic permit, you will be prompted to enter the system's total size in kilowatts, rounded to the nearest whole number. Please select from the drop-down.



Click Continue Application when ready.



Step 5 Upload: For all projects *except* solar photovoltaic submittals, click **Continue Application** – please do not upload documents. For non-solar photovoltaic projects, please skip to **Step 6 Review** on the next page.

Step 5 : Upload > Solar Plans (if applicable)

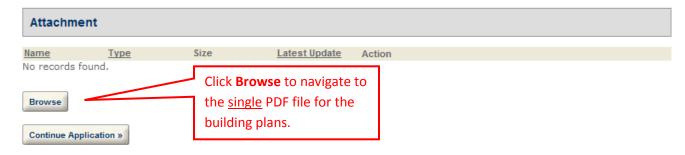
If you are submitting an application for a solar photovoltaic project you must upload one set of solar plans for review or your permit application will not be accepted. The solar plans must be one PDF document.

NOTE: The file name cannot be greater than 64 characters (including spaces and filename extension).

Please click the SAVE button to attach the plans before clicking the Continue Application button.

For all other applications (non-solar projects) please click the Continue Application button to skip this step.

* indicates a required field.



For all solar photovoltaic submittals *only*, please upload a <u>single</u> PDF file of the complete plans for the project. Click the **Select Files** button, browse to the file's location, select it and click **Finish**.

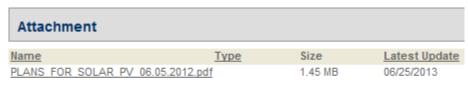


You *must* click the **Save** button to complete the upload before clicking the **Continue Application** button.





Step 6 Review: Please take a few moments to review each section of your permit application with special attention to the site address, all contact and licensed contractor information. Verify the attachment was saved and click **Continue Application**.





NOTE: If you receive an error message as shown below, it is because your project is not in the unincorporated areas of the County of San Diego. Please apply in the city in which the parcel is located.

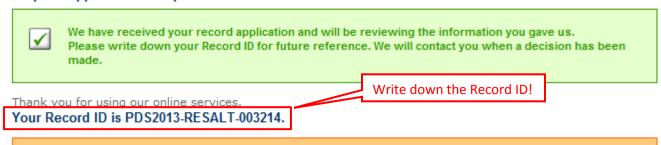


An error has occurred. ACA5162-Action Cancelled

We apologize that we cannot process your permit application. The parcel on which this application is being submitted is not in the unincorporated areas of the County of San Diego. Please contact the <u>jurisdiction</u> in which the parcel is located to submit a permit application.

Step 7 Application Acceptance: Please make note of the Record ID assigned to your permit application. You will be notified by e-mail when the application has been reviewed.

Step 7 : Application Acceptance



Every effort will be made to process your application within one business day. Thank you for using the County of San Diego's online application submittal process.